



Office of Human Resources

Job Postings for Schools for part-time

Employer Information	
Teacher Mentor for Teacher Induction Program: Up to eighteen (18) teachers, K to 12th grade will be hired to facilitate professional development sessions for Cohort 1 (please see schedule of dates below)	Date of Request: March 25 2019

The Teacher Induction program is designed to provide teachers with a state-approved full year of professional development. All teachers who currently hold a Level I teaching certificate in Pennsylvania are required to complete Induction in order to convert to a Level II certificate. Sessions will be facilitated by exemplary teachers currently working in the School District of Philadelphia who are looking to mentor teachers in years 0-6 and lead professional development on best practices to support the professional growth of novice teachers. Facilitators for this cohort will lead sessions at Philadelphia Military Academy.

This teacher mentor position requires the selected teacher to contribute to the Induction Program by:

- Participating in all facilitator trainings and script reviews.
- Facilitating a maximum of 10 professional development sessions incumbent upon the cohort that they facilitate for.
- Review, assess, and provide feedback on teacher portfolios

Job Responsibilities include, but are not limited to:

- Attend and participate in all summer or after school script review sessions: 9:00am-2:00pm (Summer) and/or 5:00pm-6:00pm (School Year) paid at the contractual PD rate.
- Facilitate a maximum of 10 professional development sessions 9:00am-3:00pm and/or 4:30pm-7:00pm for Cohort 1 paid at the contractual Leader rate.
- Communicate promptly and proactively with the Office of Teaching and Learning and Induction Coordinators.
- Incorporate feedback from the Office of Teaching and Learning team and Induction Coordinators.
- Document use of time.
- Assess participant portfolios and provide feedback using a rubric. Facilitators will be paid at the EC rate for scoring of portfolios.
- Submit paperwork to verify that Induction participant has met all deadlines and portfolio criteria for successful completion of Induction.

Cohort 1 19-20	
Induction Mentor Orientation (*for years 0-1 mentors); Tuesday June 18 9:00am - 2:00pm	
Script Review Date	Induction Session Date
Tuesday June 18 - IMO 9:00am-2:00pm <i>*in person @ 440</i> Wednesday June 19, 9:00am - 2:00pm Thursday June 20, 9:00am - 2:00pm <i>*in person @ 440</i>	Tuesday July 9 Wednesday July 10 Thursday July 11 Friday July 12



Optional Classroom Set Up/Coordinator Office Hours: Monday July 8 1:00pm-3:00pm	
Tuesday October 1st 5:00pm-6:00pm <i>*Google Meet</i>	Thursday October 10th 4:30pm - 7:00pm
Tuesday December 3 5:00pm-6:00pm <i>*Google Meet</i>	Thursday December 12th 4:30pm - 7:00pm
Tuesday, February 4 5:00pm-6:00pm <i>*Google Meet</i>	Thursday, February 13th 4:30pm-7:00pm
Tuesday March 24th 5:00-6:00pm <i>*Google Hangout</i>	Thursday, April 2nd 4:30pm-7:00pm

Minimum Requirements

Be a regularly appointed certified teacher in the School District of Philadelphia with a minimum of 6 years of teaching and a demonstrated knowledge of effective instruction and classroom management

AND

Demonstrate effective communication skills related to facilitating adult learning through professional development.

Specific Criteria

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1. Have an excellent attendance and punctuality record during the last three (3) years (defined as no more than eighteen occasions of absence for personal illness or lateness during the last three (3) years). A consecutive period of absence constitutes one occasion.
2. Have no unsatisfactory documentation currently on file.
3. Be a regularly appointed and certified teacher in the School District of Philadelphia.
4. Complete a performance task which will be scored using a rubric from the Office of Teaching and Learning. Should there be the same score between two applicants, seniority will be the final determining factor in hiring.

School: N/A

Region: Central Office

Dates:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours:	Varies	Varies	Varies	Varies	Varies	Varies	

Hourly Rate: PD Leader Rate - \$48.86 PD Participant Rate - \$29.45 EC Rate - \$39.87	Benefits: No		
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Start date: June 18, 2019

End date: April 8, 2020

Office Requesting Announcement: Office of Teaching and Learning



Application materials should be submitted to in a Google folder shared with teacherinduction@philadsd.org. Folders should be submitted using the following naming scheme LASTNAME_MENTOR APPLICATION2019

Applicants should submit the following documents:

1. A cover letter expressing interest in the position and explaining your qualifications to mentor teachers. Please specify which cohort(s) you are interested in becoming a mentor for.
2. Current resume
3. Letter of recommendation from current principal or supervisor
4. Statement of support from a teacher in years 0-3 who you have supported during your time in the School District of Philadelphia. If you were a mentor for the 18-19 Induction program, the statement of support must come from a teacher who was in your 18-19 Induction group.

Deadline to apply April 26, 2019 by 5:00pm

Contact Name: Meredith Mehra

Contact Phone: 215-400-4280

Email: teacherinduction@philadsd.org

This form is for the School District of Philadelphia *USE ONLY*